

**State of Tennessee
Department of Correction**



**Morgan County
Correctional Complex**

Effective as of Date Signed

Visitor's Handbook

David Mills, Warden

Morgan County Correctional Complex
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Morgan County Correctional Complex

Welcome to MCCX—Morgan Site

The Administration recognizes the importance of visits to both the inmates with whose care we are charged and to their families. We will make every effort to make your visit a pleasant one.

In an adult correctional facility certain guidelines are a necessity to assure the proper atmosphere for your visit and to assure the safety and security of the institution. The Visitors Handbook will outline those guidelines. If you have questions about any part of the Visitors Handbook, please ask one of the visitation staff

We trust your visit will be a pleasant one.

David Mills, Warden

Date

Reuben Hodge

Date

Asst. Commissioner of Operations

MCCX Visitation Rules

General:

1. All visitors and vehicles are subject to search. Refusal to submit to any type of search shall be sufficient grounds to deny a visit and may result in suspension of visitation privileges. Visitors are responsible for making sure their vehicles are locked and secured. Drug K-9's may be used during vehicle searches.

2. All visitors must register upon entering the institution at checkpoint. All visitors must show current and valid identification before they will be permitted to visit.

Acceptable identification includes:

- **A Current Driver's License**
- **A Government or Military I.D.**
- **Birth Certificate and/or**
- **Marriage License**
- **School Identification Cards (MINORS ONLY)**

Social security cards or expired driver's license are not considered acceptable identification. All identification must have photo and be current. Exceptions for no photo will be made for Senior Citizens only.

3. All visiting applicants with a criminal history will be subject to a NCIC (National Crime Information Center) check.

4. Visitors at this facility will be frisk-searched before being allowed admittance into the visiting area. All items in their possession shall also be searched. All searches shall be in compliance with TDOC Policy #506.06.

5. The visitor's refusal to be searched shall be sufficient cause for denial of the visit and shall result in the permanent suspension of visitation privileges. Visitors shall not enter any area of the institution except for approved visiting area.

6. Approval of visitors shall be at the Warden's discretion, in accordance with the following guidelines:

- All immediate family members who apply and eight (8) additional adults may be approved to visit an inmate upon receipt of Visitor Application, CR-2152.
- Every visitor, regardless of age, shall have an approved visitation application on file. All visitors who are currently on approved lists but do not have visitor applications on file, shall submit an updated application within 6 months of the effective date of this policy.
- Children age six and older shall have a photograph (not a photocopy) attached to their visitor application. These photographs will be updated at ages 10, 14, and 18. Updated photographs may be requested more frequently if there have been significant changes in the child's appearance.
- Children under 18 years of age may visit provided they are accompanied by their parent, legal guardian, or guardian who is also on the inmate's approved visiting list.

Identification is not required for children under the age of 16 years; however, a CR-2152 with a recent picture must be on file. The custodial parent or legal guardian must provide a completed and notarized Parent Consent/Release for Minor's Visitation Form (CR-2152, page 2) which designates permission for the assigned visitors (as guardians) to accompany the child to visit and consent for the child to be searched. The requirement does not apply if a visitor is under the age of 18 and legally married to the inmate they are visiting. Proof of marriage must be provided.

- Persons the Warden determines could have a harmful influence on the inmate and/or may constitute a threat to the security of the institution shall not be approved for visitation.
- The following will apply for persons with past criminal felony convictions:
 - (1) Only immediate family members with active felony conviction records may submit a visitor application for approval six months following release from incarceration or placement on probation/community corrections or parole supervision (written consent of supervising officer/counselor is required).
 - (2) The Warden may disapprove visitation applications of immediate family members with felony convictions if it is believed that the security of the institution or safety of individuals could be jeopardized.
- The following will apply to former employees:
 - (1) Current or former employees of TDOC, TRICOR, or contract agencies (in

Tennessee), interns, and practicum students shall not be approved unless they are immediate family members of inmate.

- a) If the person's separation from TDOC service was due to a violation of state law, e.g., trafficking in contraband whether or not prosecution occurred, visitation requests will not be considered, even if the employee has become an immediate family member.
- b) If the person's separation from TDOC service was the result of a violation of Policy #305.03, Employee/Offender Relationships, visitation requests will not be considered, even if that individual has become an immediate family member.
- c) If the person's separation from TDOC service was voluntary and not due to the events as described in (a) and (b) above, the individual may submit an application for consideration after 48 months from the date of TDOC separation.
- d) If a person's separation from TDOC service was completely voluntary with no policy violation and the person is currently married to the inmate, visitation requests shall also not be considered for a period of 12 months from the date of the marriage to the inmate, nor for a period of 48 months from the date of TDOC separation. If the former employee worked at the facility where visitation would occur, visitation will not be allowed.

(2) Former TDOC employees, on visitation list as of October 1, 1998, shall be allowed to remain on the list.

- All sections of the CR-2152 shall be completed. If any falsification of the CR-2152 occurs by a visitor applicant, the visitor applicant shall not be allowed to resubmit a visitor application for a minimum of six months.

7. Visitors may not be placed on more than one (1) inmate's visiting list unless immediate family.

8. All visitors shall dress in an appropriate manner.

- Shoes are required for entrance and shall be worn throughout the visiting period by all visitors. Flip flops and shower shoes are not considered adequate foot protection and therefore are not permitted. Steel-toed shoes are not permitted.
- Halter tops, tank tops, sleeveless shirts, sun dresses, zip down shirts, button down dresses or skirts, zip down dresses or skirts, wrap around skirts, shirts with a low neck line, exposing a midriff, or unduly revealing due to sheerness of material shall not be permitted on persons over age ten (10).
- Shorts and dresses may be worn, but can be no shorter than 3 inches above the knee.
- Dresses that have a low neckline or are unduly revealing due to sheerness of material shall not be permitted, nor will excessively tight clothing be allowed. Slips are required when dresses or skirts are worn to visitation. Bras and undergarments must be worn when visiting. (Samples of undergarments deemed inappropriate are thongs and water brassieres.)
- No camouflage clothing.

- No Spandex, hip huggers, low riders, or attire associated with any STG group will be permitted.
- Bandanas will not be permitted.

9. Prosthesis, artificial limbs (plastic or other substances), and cardiac pacemakers and defibrillators shall be allowed and the visitor may be required to present a doctor's note.

10. Inmates who are in transient status, shall not be allowed any visitation for two weeks. (Attorneys and clergy are exempt.) The Warden may allow special visits at the end of the two weeks but only for immediate family members.

11. Physical contact shall be restricted to a brief embrace and kiss at the beginning and end of visit. Inmates and visitors shall not engage in any undue physical contact, i.e., caressing, kissing, lap sitting, entwining of legs, etc. Holding hands during visiting is permissible.

12. Children shall be kept under the constant supervision of the accompanying adult at all times. Boisterous, disruptive behavior shall be sufficient grounds for termination of a visit. Children shall be accompanied to play areas, restrooms and any other area outside the immediate area in which the visit is being conducted. Children shall be escorted from the checkpoint area to the parking lot and vice versa. Children shall not be allowed to remain in vehicles unattended. Children shall not be allowed to play or interact with any inmates not being visited by such child/children and/or the adult(s) accompanying such child/children. No inmate shall be allowed to play with, carry or hold any child/children belonging to other inmates or visitors and not belonging to that particular inmate or his

personal visitor(s). Any discipline of a child/children shall be verbal only and may be imposed only by the accompanying visitor.

13. Restrooms are located in the checkpoint area, the visitation gallery, and the outside visitation area.

14. Visitor's personal property shall be restricted to entrance ID, car keys and one (1) debit card. Debit machines will be available at the entrance to the institution for the convenience of the visitors. There is a one time charge of one dollar for the card. A maximum of \$30 may be put on the card. All monies will be placed on the debit card prior to the visitor being processed/searched.

15. Pagers must have prior approval by the warden. Pagers must be worn in a conspicuous place and must be in silent/vibrate mode during visits. Visitors must retain sole possession of pager during visit. Staff will not be responsible for loss or damage to pager during visitation. Visitor will be required to open battery compartment during the search prior to entering the institution, and again upon exiting the institution.

16. Visitors with infants may bring one (1) pacifier, two (2) plastic baby bottles, three (3) disposable diapers, one (1) bib, one (1) burp cloth, one (1) teething ring, one (1) blanket, and one (1) plastic baby spoon per infant. Unopened, factory sealed baby food in plastic containers may also be allowed. Baby wipes may be brought in a clear sandwich bag.

17. Visitor's access to the visitation gallery is through the checkpoint.

18. If the inmate or visitor leaves the visiting area,

the visit will be considered terminated for that day. Visitors and inmates visiting outside will say their good-byes at the picnic area. Inmates will then come back inside first and report directly to the gym trap gate.

19. Visitors shall not give the inmate any item to return to their living area. Inmates may not wear any jewelry to visit except for a wedding band and a religious medallion. Inmates shall not be permitted to give their visitor(s) anything when leaving the visitation area without prior authorization.

20. Inmates shall be responsible for ensuring that their visit is conducted in an orderly manner in compliance with the rules and regulations set forth by the Tennessee Department of Correction and this institution. Failure to follow these guidelines may result in disciplinary action, suspension of visiting privileges or both.

21. Any visitor found to have in their possession either drugs, tobacco or firearms will be permanently prohibited from visiting at any TDOC institution. Visitors having prescription drugs on state property, must have the drugs in the prescription bottle or have the copy of the prescription with them. **Morgan County Correctional Complex is a tobacco-free facility.**

22. Persons with a valid handgun permit are hereby advised that the possession of weapon(s) while on facility grounds is a violation of TCA 39-16-201, Introduction of Contraband into Penal Facility, and if these items are found in your vehicle you will be subject to arrest.

23. Any visitor who has visited and who has been taken off the visiting list of an inmate at any

institution, shall be required to wait one (1) year before being processed to visit another inmate. The warden may make an exception only if the inmate is immediate family.

24. The visit may be denied by the Visitation Supervisor/Shift Supervisor if:

- The visitor refused to show appropriate and bonafide identification.
- The visitor refuses to submit to a search.
- The visitor appears to be under the influence of drugs or alcohol.
- The visitor is improperly dressed.
- The visitor is found to have unauthorized items in their possession.
- Displaying of gang symbols or affiliation.

25. Prior to termination of a visit, less restrictive measures may be used, such as verbally warning the inmate/visitor(s). However, visits may be terminated by the Shift Supervisor when:

- Visitor violates visitation conduct rules.
- Visitor fails to control children.
- Visitor and inmate engage in unacceptable physical contact.

26. Visiting privileges may be suspended for up to six (6) months by the Warden if:

- Upon reviewing a denial/termination, he/she feels it is warranted.
- During the visit, it becomes apparent that the visitor and/or inmate have become intoxicated.
- Visitor and/or inmate repeatedly violates visiting rules.
- Visitor continually fails to control children.

- Visitor will not, after verbal warnings, refrain from unacceptable physical contact.
- Visitor's behavior or actions jeopardize the security of the institution.
- Visitor brings contraband into the institution.
- Visitor refuses a frisk search (or strip search if with good cause).
- Visitor and inmate engage in inappropriate sexual contact.

27. Except for privileged officials, visitors as specified in TDOC Policy #507.02 shall not be allowed to deliver packages, correspondence or printed material to inmates. All such items shall be mailed. All monies to be deposited shall be mailed in certified check, cashier's check, government check or money order form.

28. The visiting schedule for Morgan County Correctional Complex is as follows:

- **Visiting hours are 8:00 A.M. - 3:00 P.M.**
- **Visiting days are Saturday, Sunday and designated state holidays. (Wednesday 6:30 P.M.-8:30 P.M. by appointment only).**
- Visits will be limited to a minimum of two hours.
- Wednesday evening visitation is limited to visitors who are unable to come on the weekend. If you have visited either Saturday or Sunday, you will not be allowed to visit on Wednesday. Wednesday night visits must be scheduled no later than 12 P.M. on Tuesday and can be made by appointment only. You must provide

verification as to why you cannot visit on weekends, i.e., under doctor's care, have to work both Saturday and Sunday, etc.

- **These state holidays will be designated visiting days: New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, and Independence Day,**
- **Labor Day, Thanksgiving Day, and Christmas Day** (Visitation on additional days accompanying Thanksgiving and Christmas Day will be determined by the commissioner).

29. Local lodging:

- Super 8 Motel – Oak Ridge
1590 Oak Ridge Turnpike
Oak Ridge, TN 37830
Phone: 865-483-1200
- Holiday Inn Express – Harriman
1885 South Roane Street
Harriman, TN 37748
Phone: 865-295-0001

30. Directions to Morgan County Correctional Complex from Harriman, Tennessee, located in Roane Co., are as follows:

- From 1-40, Exit 347, take U.S. Hwy. 27 North from Harriman to Wartburg, approximately eight miles and turn right at first stoplight (junction Hwy. 62 East), follow Hwy. 62 East approximately two miles to Flat Fork Road, turn left onto Flat Fork Road and follow road

approximately two miles to MCCX/Morgan Site.

31. Directions to Morgan County Correctional Complex from Knoxville, Tennessee, are as follows:

- Oak Ridge: 1-40 to Oak Ridge exit, take Solway to Hwy. 62 through Oak Ridge to Oliver Spring and turn right at stoplight, follow Hwy. 62. for approximately 12 miles to Turn Off for Frozen Head State Park.
- Knoxville: 1-40 to exit 347 (Harriman) Hwy. 61/27 through Harriman, take Hwy. 27 at split of Hwy. 27/61 to Wartburg at stoplight, turn right onto Hwy. 62 and follow for approximately five miles to Frozen Head State Park Sign.

32. **Taxi Phone Numbers:**

- **Yellow Cab Company**, 112 Randolph, Oak Ridge, TN. Phone: (865)483-4343
- **Regency Cab Company**, 5224 John Hall Road, Knoxville, TN. Phone: (865) 573-9648
- **Aiken's Cab Company**, 530 Morgan Street, Harriman, TN. Phone: (865) 882-5600
- **Bodine's Cab Company**, 901 Georgia Street, Harriman, TN. Phone: (865) 882-1000
- **Jack's Cab Company**, 530 Morgan Street, Harriman, TN. Phone: (865) 882-1828

NOTE: ALL CALLS ARE LONG DISTANCE FROM WARTBURG.

33. "Title VI of the Civil Rights Act of 1964 requires federally assisted programs to be free of discrimination and the TDOC also requires that all its services be offered equally to eligible persons regardless of race, color, or national origin."

Should you feel you have been discriminated against, the following avenues are available to address your concerns: Visitors and other individuals should contact the local Title VI site coordinator by letter or telephone. No special forms are required to file a Title VI complaint.

OUTSIDE VISITING ACCESS AND APPROVED ITEMS:

- The outside visiting area will only be available to inmates who have not received a Class A or B disciplinary conviction for a period of ninety (90) days or a Class C conviction for a period of thirty (30) days.
- Inmates may visit in the outside area both Saturday and Sunday during April 1 through October 1 as long as space is available. Outside visiting area is not open for Wednesday night visitation.
- Due to space limitation each inmate will be limited to four (4) adult visitors and accompanying children.
- No items will be carried out of the visiting area by the inmates.
- If any item is not on the approved list, it will

not be allowed. Non-approved items must be returned to the visitor's vehicle. Nothing will be left at checkpoint.

- The institution retains the right to close the outside visitation area as deemed appropriate by the Shift Supervisor with input from the Visitation Supervisor due to weather, staff shortages, emergencies, etc. Should this be required, the Associate Warden of Operations and/or Warden will be advised of such action verbally and in writing.
- Inmates will be dressed as outlined in TDOC Policy. The only items the inmate may bring to the visiting area are those allowed by regular visiting rules.
- If space becomes a problem, visits may be terminated on a first come, first to leave basis. The only exception would be visitors who have traveled a long distance and who visit infrequently.
- Trash containers will be provided. It will be the responsibility of the inmates and visitors to keep the area clean of litter.
- Inmates and/or visitors are not allowed to be close (touch/linger) to the fence.

Failure to follow rules can result in loss of outside privileges.

Note: This area has been established as a privilege for inmates and visitors, I would ask everyone's cooperation in complying with these procedures. All items entering the institution will be searched at

checkpoint.

MINIMUM SECURITY
OUTSIDE VISITATION AREA

The following are the only items that may be brought in to the outside visitation area:

- Bread – Loaf or package, maximum of two (2), must be factory sealed.
- Potatoes – Whole, for baking/one per person
- Lunchmeats – Three (3) packages, maximum of 16 ounces each. Must be prepackaged, pre-sliced, unopened, and sealed.
- Cheeses – One (1) package maximum 16 ounces or two (2) 8-ounce packages containing cottage cheese, or assortments prepackaged, pre-sliced, individually wrapped, unopened, and sealed with total weight not exceeding 16 ounces.
- Condiments – Factory sealed containers not to exceed 10 ounces and/or prepackaged factory sealed unopened, individual products. Steak sauce, barbeque sauce, ketchup, sour cream, mustard, mayonnaise, salt, pepper, salad dressing, and fancy sealed squeeze bottle of margarine are the only condiments allowed.
- Vegetables – Lettuce, tomatoes, onions, pickles, peppers, and mushrooms. Maximum of 4 ounces each; must be pre-cut and placed in clear sandwich bags.
- Canned Foods – Pop top cans only, fruits,

pudding, Jello, and yogurt ONLY, not to exceed 6 cans each.

- Cakes and pies – One (1) each, prepackaged, unopened, and sealed from factory. No deli, no ice cream cakes.
- Cookies – One (1) bag, prepackaged, unopened, and sealed from factory.
- Drinks – Canned drinks are available from vending machines.
- Chips – Available from the vending machines.
- Ice – One (1) unopened bag.
- Napkins: One (1) single pack, factory sealed or ten (10) individual sheets of paper towels. No roll of paper towels.
- Aluminum Foil – One (1) package factory sealed, or ten (10) individual flat sheets.
- Cups – Plastic or Styrofoam, disposable only.
- Coolers – Styrofoam only.
- Eating Utensils – Paper or plastic, disposable. (Plates, forks, knives, spoons, and one (1) plastic spatula).

NOTE: Items brought in for picnic area use are to be in grocery store type plastic bags only. No duffel bags, cloth carrying bags or totes, plastic crates, or paper bags.

Glass containers, fast foods, items under pressure (example: cheese, whipped topping, etc.) will not be allowed.

All food that is not consumed will be taken back out by the visitor.

Per TDOC Policy #507.01, the amount of food permitted must be in proportion to the number of

persons visiting the inmate.

THERE ARE NO EXCEPTIONS TO THE ABOVE-MENTIONED ITEMS.

<p style="text-align: center;">DISCRIMINATION IS PROHIBITED</p> <p>TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 REQUIRES THAT FEDERALLY ASSISTED PROGRAMS BE FREE OF DISCRIMINATION. THE TENNESSEE DEPARTMENT OF CORRECTION ALSO REQUIRES THAT ITS ACTIVITIES BE CONDUCTED WITHOUT REGARD TO RACE, COLOR, OR NATIONAL ORIGIN.</p> <p>Prohibited Practices Include:</p> <ul style="list-style-type: none">• Denying or failing to provide services or providing inferior, separate, or different services to individuals based on race, color, or national origin.• Segregating or restricting individuals in any way related to the receipt of services or benefits on the basis of race, color, or national origin.• Requiring different standards or conditions for acceptance into programs based on race, color, or national origin.• Permitting discriminatory activity in this facility on the basis of race, color, or national origin. Examples of practices which, if based on race, color, or national origin, would be discriminatory include:<ol style="list-style-type: none">1. Referrals to the SAIU program at the Wayne County Boot Camp2. Work, education, treatment, or other program assignments3. Drug testing of convicted felons4. Restricting cell/bed or institutional assignments5. Inmate job compensation levels6. Disciplinary actions or sanctions <p>Should you feel you have been discriminated against, the following avenues are available to address your concerns.</p> <ul style="list-style-type: none">• Offenders in TDOC custody should utilize the inmate grievance process. Grievance forms are available in all housing units and in other locations indicated in the offender handbook. TDOC policy 501.01, available in inmate libraries, outlines the time frames and appeal process for Title VI grievances.• Visitors and other individuals should contact the local Title VI site coordinator by letter or telephone. No special forms are required to file a Title VI complaint. <p>Name: <u>Robert G. Walls</u> Title: <u>Title VI Coordinator</u></p> <p>Address: <u>M.C.C.X., P.O. Box 2000 Wartburg, TN, 37887</u></p> <p>Phone Number: <u>(423) 346-6641</u> Fax: <u>(423) 346-7821</u></p> <ul style="list-style-type: none">• Any individual may file a Title VI complaint with the below listed entities. It is preferable that complaints be registered at the local level first. <table border="0"><tr><td>TN TITLE VI COMPLIANCE COMMISSION TN DEPT. OF PERSONNEL FIRST FLOOR, JAMES K. POLK BLDG. 505 DEADERICK STREET NASHVILLE, TN 37243-0635 (615) 253-6717</td><td style="text-align: center; vertical-align: middle;">OR</td><td>U.S. DEPARTMENT OF JUSTICE COORDINATION & REVIEW SECTION - NYA CIVIL RIGHTS DIVISION 950 PENNSYLVANIA AVENUE, N.W. WASHINGTON, D.C. 20530 (888) 848-5306 (toll free voice and TDD)</td></tr></table>	TN TITLE VI COMPLIANCE COMMISSION TN DEPT. OF PERSONNEL FIRST FLOOR, JAMES K. POLK BLDG. 505 DEADERICK STREET NASHVILLE, TN 37243-0635 (615) 253-6717	OR	U.S. DEPARTMENT OF JUSTICE COORDINATION & REVIEW SECTION - NYA CIVIL RIGHTS DIVISION 950 PENNSYLVANIA AVENUE, N.W. WASHINGTON, D.C. 20530 (888) 848-5306 (toll free voice and TDD)
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TDOC/Facility handbooks will be available at:
<http://state.tn.us/correction/institutions/visitation.html>

